

FermiWorks Overview

Log In Details:

- **User Name:** Your Services name.
- **Password:** If this is the first time logging into FermiWorks, please refer to the email from the Service Desk. For help, contact the Service Desk at x2345.

Each landing page contains worklets – Click the circle to display links to detailed information about each worklet.




Navigation Menu:


The following list describes elements of FermiWorks that may display on any FermiWorks page:


- **FermiWorks Home:** Main FermiWorks landing page
- **Inbox:** FermiWorks mailbox displays processes to complete .
- **Notifications:** Displays status of processes you initiated or approved.
- **My Team:** For managers, and can be configured to replace the “My FermiWorks” page.
- **All About Me:** For all users, displays commonly used links to manage your own HR processes, such as personal information and benefits.
- **Sitemap:** For managers, lists all available reports and tasks to perform.


- **Favorites:** Lists frequently used reports and tasks.
- **W:Drive:** Virtual drive to store generated reports. This is not a mapped drive on your computer.
- **My Account:** Allows you to change your FermiWorks password, manage password challenge questions and change preferences.


Navigation Icons:


 **Filter** – Can be used to narrow down data. Click to see a new menu and select data to display from one or more columns.


 **Gear** – Appears in the upper right hand side of worklets, and acts as a menu option for the worklet.

 **Graph** – Indicates that a report can be viewed as a chart.

 **Pencil** – A field with this icon indicates that you can change information within that field.

 **Printer and Excel** – The “Printer” icon can be clicked to view a page as a PDF file. Clicking “Print” will also display a printable version in pdf. The “Excel” icon can be clicked to view a page as an Excel Report. This can be restricted.

 **Prompt List** – If a field displays this icon, you are required to use one of the prompt values on the pick list. In single select fields, only one value will be allowed. If a field permits more than one value, an “X” displays to the left of the selected values so it can be deleted. The field expands as you enter additional values.

 **Related Actions** – When you view a page in FermiWorks, most of the items on the screen are links. Many of those items have a “Related Actions” icon next to them—the icon can vary in color, but will always look the same. These features are what make reports and viewable pages actionable. *This icon will only be available if the user has permission to perform additional actions on that business object.*

Sign Out: Click your picture to display the Sign Out link. Always click Sign Out to log out of FermiWorks to protect your personal information.

